



SUBJECT: USAID/ASHA Annual Program Statement No. APS-ASHA-16-000001 for Fiscal Year 2016 American Schools and Hospitals Abroad Program Worldwide

DATE: November 3, 2015

The Office of American Schools and Hospitals Abroad, part of the Bureau for Democracy, Conflict, and Humanitarian Assistance of the U.S. Agency for International Development (USAID/ASHA), seeks applications to support qualifying projects as described in this Annual Program Statement (APS).

Section I: Program Description

A. Funding Priorities and Programmatic Focus

USAID/ASHA provides assistance from the people of the United States to highlight American ideas and practices, to provide concrete illustrations of the generosity of the American people, and to catalyze collaboration between U.S. citizens and citizens of other countries.

USAID/ASHA supports partnerships between organizations founded or sponsored by United States citizens (“U.S. Organizations,” or “USOs”) and civil society institutions overseas (“Overseas Institutions,” or “OSIs”). These partnerships enable OSIs to benefit from the expertise and experience of USOs while ensuring projects are locally owned and sustained. These partnerships also mitigate risk and allow for all parties to leverage investments to maximize the potential benefits of a project.

USAID/ASHA’s approach to meeting these public diplomacy goals and objectives is discussed in-depth in the program’s [FY14-FY18 Strategic Plan](#).

This is a worldwide program. USAID/ASHA may make awards for projects in any country other than the United States provided that USAID activities in that country are not otherwise restricted by statute, regulation, or Agency policy.

B. Authorizing Legislation

The USAID/ASHA program provides assistance to overseas schools, libraries, and hospitals founded or sponsored by U.S. citizens as authorized in [Section 214 of the Foreign Assistance Act \(FAA\) of 1961](#), as amended. In fulfilling its legislative mandate, USAID/ASHA builds positive relationships abroad and supports progress in the fields of health and education worldwide. USAID/ASHA builds bridges of cooperation between the people of foreign nations and the people of the United States by providing funds to schools, hospitals, and libraries overseas that demonstrate the ideas, innovations, and best practices of the United States in health and education. The USAID/ASHA program directly contributes to U.S. foreign policy and public diplomacy objectives by fostering partnerships and promoting the best in health and education.

USAID/ASHA awards are subject to 2 CFR 700 and 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

C. Program History

The American Schools and Hospitals Abroad Program began in 1947. Since its inception, USAID/ASHA has achieved a visible legacy by providing assistance to approximately 300 institutions globally and aiding in the development of innovative and state-of-the-art schools, hospitals, and libraries in more than 80 countries. USAID/ASHA's record of contributing to and building bridges with vibrant networks of civil society institutions extends through 25 U.S. Congresses and 17 presidential administrations. USAID/ASHA currently manages a worldwide portfolio of approximately 110 awards and is an invaluable complement to USAID's wide-ranging development work.

D. Successful Projects

For summary project descriptions of successful USAID/ASHA awards, see previous annual reports and press releases on the USAID/ASHA [website](#).

Section II: Federal Award Information

A. Anticipated Funding

In Fiscal Year 2016, USAID/ASHA expects approximately \$23,000,000 will be available for award funding. The maximum for an individual award is \$2,000,000, and there is no minimum award amount. Individual funding levels will depend on the content and quality of applications, the number of applications received, and availability of USAID/ASHA funding.

In FY 2016, USAID/ASHA plans a single award cycle, resulting in multiple awards, subject to the availability of funds. USAID/ASHA makes between 30 and 40 awards each year.

USAID/ASHA reserves the right to make a single award, to fund parts of applications, or to not make any awards at all. Issuance of this APS does not constitute an award commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for any costs incurred in the preparation and submission of an application.

B. Award Timing and Performance Period

USAID/ASHA expects to fund selected applications and make awards prior to September 30, 2016. Awards for projects that include only durable commodities have a period of performance of two years from the date of award. Awards for projects that include construction or renovation have a period of performance of four years from the date of award.

C. Types of Awards and Substantial Involvement

USAID/ASHA awards both grants and cooperative agreements. A cooperative agreement allows for substantial involvement from USAID/ASHA in project implementation. "Substantial involvement" is further defined in [ADS 303.3.11](#).

USAID/ASHA will issue grants for projects that include only commodity procurement activities and cooperative agreements for projects that include any construction or renovation activities. The nature of USAID/ASHA's substantial involvement varies based on the nature of the project and will be determined at the time of award. In general, USAID/ASHA's substantial involvement includes:

1. Annual review and approval of the recipient's Implementation Plan, including construction documents, a construction or renovation schedule, cost estimate, signed drawings and specifications, timeline, and milestones;

2. Approval of Key Personnel for project implementation, such as the Project Manager and Chief Architect or Engineer; and
3. Agency authority to immediately halt a construction activity if specifications identified in the cooperative agreement are not met.

Section III: Eligibility Information

Applications that do not meet the following eligibility criteria will not be reviewed. Eligibility determinations will be made solely on the basis of the information provided in the Eligibility Checklist (Annex 1) and Attachment Checklist (Annex 2).

A. Eligible Applications

USAID/ASHA welcomes applications from all potential partners whose applications meet the following eligibility criteria.

1. Applications must clearly identify one USO, the applicant, and one OSI partner, the applicant's sub-awardee. The USO and OSI may be the same entity if the USO conducts activities in the proposed place of performance.
2. Per [Section 214 of the Foreign Assistance Act \(FAA\) of 1961](#), as amended, USOs must be founded or sponsored by U.S. citizens.
3. USOs must be active and have no active exclusions or delinquent federal debt in the U.S. Government's System for Award Management (SAM) before submitting an application. USOs must continue to maintain an active SAM registration with current information at all times while an application is under consideration.
4. USOs must have a continuing and supportive relationship with OSIs that has lasted at least two years prior to the date of application. A continuing relationship may include financial and technical support, joint ventures, exchange programs, volunteer placement programs, faculty exchanges, fund raising or other arrangements.
5. USOs and OSIs must submit independently audited financial statements for a recent operating year from 2012 or later.
6. USOs and OSIs must be open to all persons regardless of race, color, religion, sex, national origin, disability, age, sexual orientation, genetic information, marital status, parental status, political affiliation, and veteran's status. However, targeting assistance to certain populations as defined in the Project Description will not be construed as discrimination for this APS.
7. OSIs must be located outside the United States.
8. OSIs must not be under the control or management of a foreign government or any of its agencies including local, regional, or national government. Control or management in this context indicates that a majority of the members of the Board of Directors are government employees or appointees or that the recipient government owns a majority interest in the organization. The receipt of financial or other assistance from a government or government agency or the observance of national educational or medical standards does not indicate the institution is under the control or management of a foreign government.

9. OSIs that are:

- a. Schools must provide English language instruction or use English as the language of instruction in at least one course. Schools must also provide post-secondary education or secondary education that serve students at the equivalent of a U.S. sixth grade level or higher. Libraries must demonstrate promotion of English language and literature.
- b. Hospitals or medical centers must perform medical education or research in addition to being a treatment facility.

10. If the project involves construction or renovation activities, the USO or OSI must submit an official copy of a title or lease demonstrating a legal right to the land for at least 20 years as well as an English translation if the official copy is not in English.

B. Cost Share

Cost share is not required but is strongly encouraged. Cost share includes any shared costs, matching funds, cash contributions, in-kind contributions, and third-party cash and in-kind contributions.

C. Limitations

One USO application may request funds that benefit multiple organizational units within a single OSI. One USO may submit separate applications for multiple OSIs. Multiple USOs cannot submit separate applications for one OSI.

Applications to support efforts to combat HIV/AIDS, tuberculosis, and malaria in countries where USAID has a Mission or other office will not be considered eligible given the availability of other international, national, and U.S. Government resources available to combat these diseases.

Section IV: Application and Submission Information

A. Point of Contact

The point of contact for this APS is:

Ms. Kerrin Goodspeed, Sr. Program Analyst
U.S. Agency for International Development
Ronald Reagan Building, 5.10-013
1300 Pennsylvania Ave. NW
Washington, DC 20523
ASHAapplications@usaid.gov
(202) 712-0510

B. Format and Content of Application Submission

All information on how to apply for this funding opportunity is contained in this section. No separate application package should be requested.

Submission

Applications must be submitted via email to ASHAapplications@usaid.gov. **Email is the required method of submission for this APS and applications submitted through www.grants.gov will not be accepted.** The subject of the email should be “[Full Name of USO]

– **[APS Number]**". Attachments to the email, including the Project Description, must be clearly labeled using the naming conventions specified in this section. Applicants should send the minimum number of emails necessary. If more than one email is necessary due to the size of attachments, include the sequence of emails and total number sent in the subject line (i.e. **"1 of 3," "2 of 3,"** etc.).

Project Description Format

All applications must include a Project Description that adheres to the guidelines below. The Project Description and the supporting documentation will be the critical items of consideration in the selection of an award. Any information beyond what is necessary for a complete and effective response to this APS, including hyperlinks, will not be reviewed or evaluated.

Project Descriptions must:

1. Be in English, single-spaced, in Times New Roman font size 10 or larger, with each page numbered consecutively, and with one inch page margins;
2. Be submitted either as Microsoft Word or searchable Portable Document Format (PDF) documents; and
3. Use the file name **"[Full name of USO] Project Description"**.

Project Description Content

The Project Description must discuss all of the elements below. Applicants should follow this format in structuring their application, including adhering to the specified page limits for each section. There is no expectation or requirement that applicants use the full space allowed for each item. Rather, applicants should strive to be as concise as possible when providing the requested information. Detailed information on the required contents of each section is provided below this summary outline.

Project Description Outline (20 pages)

1. Cover Page (1 page)
2. Table of Contents (1 page)
3. Eligibility (1 page)
4. Executive Summary (1 page)
5. Project Technical Application (10 pages)
 - 5.1 Project Goals and Objectives
 - 5.2 Project Background
 - 5.3 Project Operational Approach
 - 5.4 Gender Capability
 - 5.5 Construction/Renovation Information (if applicable)
 - 5.6 Durable Commodities Information (if applicable)
 - 5.7 Monitoring and Evaluation Capability
6. Organizational Capacity and History of Performance (3 pages)
7. Budget Narrative (3 pages)

1. Cover Page (1 page)

On one page, clearly indicate the following:

1. The date of submission or revised submission;
2. The solicitation number of this APS;
3. The name of the applicant USO and its city and state;

4. The USO's Dun and Bradstreet Universal Numbering System (DUNS) number;
5. The USO's Federal Employer Identification Number (EIN);
6. The name of the benefiting OSI, its city, state or province, and country;
7. The amount of federal funding requested;
8. The amount of cost share proposed, if any;
9. The total project cost; and
10. A picture relative to the project or OSI and a Summary Project Description of no more than 100 words which includes a statement of whether the project is for construction/renovation, durable commodities, or both, and whether the OSI is a school, hospital, or library.

2. Table of Contents (1 page)

List all major sections of the application, including page numbers, and attachments. Provide the relevant file names for all attachments.

3. Eligibility (1 page)

Confirm compliance with all eligibility criteria identified in *Section III: Eligibility Information*. Applicants must use Annex 1: Eligibility Checklist to complete this section.

4. Executive Summary (1 page)

Provide a concise summary of the OSI and the proposed project. At a minimum, this section should include brief descriptions of the USO and OSI's goals and objectives, the USO and the OSI partnership, the specific durable commodities to be procured or facilities to be renovated or constructed, and an explanation of how the project, and by extension the OSI, will help USAID/ASHA achieve its legislative mandate.

5. Project Technical Application (10 pages)

Provide the following information:

5.1 Project Goals and Objectives

Identify the project's goals and objectives, explain how the project supports the OSI's broader institutional goals and objectives, and explain how the project aligns with USAID/ASHA's goals and objectives as outlined in *Section I: Program Description*. A clear articulation of how the project will promote a positive public image of the United States through the demonstration of American ideas and practices in health and education is critical. Reference to USAID/ASHA's Results Framework, as identified in USAID/ASHA's FY14-FY18 Strategic Plan is encouraged.

5.2 Project Background

Provide a concise description of the strategic need for the proposed project and a description of the project beneficiaries and stakeholders. Include an explanation of how the proposed project will promote American ideas and practices. Do not provide organizational history that is not directly related to the project, as this background information should be provided in *Part 6: Organizational Capacity and History of Performance*.

5.3 Project Operational Approach

Describe in greater detail how the project will be accomplished within the award period, how the project will improve the OSI, and how the project will enable the OSI to achieve the goals and objectives of the project and USAID/ASHA. If relevant, include any innovative methods,

new technologies, contributions to the advancement of women's and girls' education or leadership, and activities that promote stable and inclusive civil society.

Discuss how the proposed project advances goals of the United States in the benefitting country and/or region. Information about USAID Mission development goals can be found on the Agency's [website](#). For countries without a USAID Mission, information about the U.S. Embassy goals can be found at the Department of State [website](#). Applicants are encouraged to reach out to and engage with Missions, Embassies, or Consulates to discuss the proposed project and familiarize them with the OSI. Please note this does not imply applicants should try to align their projects with existing U.S. Government programs.

5.4 Gender Issues

Discuss how gender issues have been integrated into the proposed project. While disaggregation of beneficiaries by sex is generally important to include, it does not by itself constitute a response. Include how the project will affect men and women differently such as how different gender practices affect project implementation and participation, access to resources and benefits, and leadership roles and decision-making. Applicants should review [ADS 205.3.1](#) for more information about the integration of gender issues into projects.

5.5 Project Construction/Renovation Information (if applicable)

If the proposed project includes construction or renovation, include the following:

Description

Provide a concise description of the facility to be constructed or renovated, including basic details such as the location, floors and rooms affected, ancillary structures affected, such as water, sanitation, or energy systems, and the projected end result of the construction. Provide Global Positioning Systems (GPS) coordinates if available.

Conceptual/Architectural Design

Provide a conceptual/architectural design of the proposed project as an attachment. This is a basic picture of what the proposed project will look like, understandable by both engineers and non-engineers. Include these drawings in an attachment. Applicants may submit other drawings, such as mechanical, electrical, or structural drawings, if they would be helpful to reviewers, but these are not required. See *Section IV Part B: Attachments* for instructions on how to name and submit attachments.

Issues and Compliance

Identify any existing engineering, construction, and environmental issues at the site for the proposed construction/renovation due to natural or man-made events. The applicant must state if the OSI is in compliance with applicable local, provincial, and national laws and regulations concerning land use, building, construction, and environmental management. If the OSI is not in compliance (for example, if this project is intended to support efforts towards larger overall facility compliance), the application must discuss the steps taken to address these gaps and what steps will be necessary in the future.

Implementation Plan

Provide a timeline for project completion which includes milestones such as the permits required, the length of the design phase, the length of the construction phase, and the date of project completion. The implementation plan should extend at least until the facilities supported by USAID/ASHA begin to serve intended beneficiaries. This information may be

provided in an attachment. See *Section IV Part B: Attachments* for instructions on how to name and submit attachments.

5.6 Durable Commodities Information (if applicable)

If the proposed project includes durable commodities, include the following information in an attachment as an Excel spreadsheet:

Description of Commodity	Units	Unit Cost	Total Cost	USAID Request	Cost Share
Total					

Recipients of awards must comply with [ADS 310](#), Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID, and [ADS 312](#), Eligibility of Commodities. Only eligible durable commodities may be funded by USAID/ASHA. For awards resulting from this APS greater than or equal to \$250,000, the authorized geographic code is Code 937. This code authorizes goods with source and nationality in the United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source. For awards resulting from this APS less than \$250,000, the authorized geographic code is Code 935. This code authorizes goods with source and nationality in any area or country including the recipient country, but excluding any country that is a prohibited source. A list of prohibited sources is available in ADS 310. In certain situations, identified in ADS 310.3.4, recipients may obtain waivers from USAID’s Source and Nationality provisions.

5.7 Project Monitoring and Evaluation

Explain how you plan to monitor and evaluate project performance. This assessment should identify the data and methods used to verify the achievement of project objectives.

Applicants are encouraged to review the information in Annex 3, which provides USAID/ASHA’s current monitoring and evaluation indicators. Annex 3 is provided for informational purposes only and the use of these indicators is not mandatory. Applicants are welcome to use innovative and sensitive monitoring methods.

6. Organizational Capacity and History of Performance (3 pages)

Discuss whether or not the USO is a nonprofit organization or accredited university or college.

Summarize the ability of the OSI to remain financially and operationally sustainable independent of funding from USAID/ASHA. This may include a discussion of the organization’s history, if the discussion illustrates its ability to continue providing high quality services over the long term. Include a discussion of the organizations’ ability to leverage financial, material, and human resources to sustain on-going operational activities and capital investments beyond a potential USAID/ASHA award. “Leveraging” in this context should demonstrate the comprehensive financial, operational, and management capability of the OSI beyond the amount of funding that applicants plan to commit to the specific project via cost share. It includes applicants’ ability to secure and sustain all the resources necessary for continued operation at a level of excellence, including but not limited to private sources of funding, program income, investments, volunteer arrangements, and in-kind partnerships.

Discuss the capacity of both the USO and the OSI to implement the proposed project. Include a description of the organizational systems and structures in place to ensure the project is implemented efficiently and soundly, including the nature and length of the relationship between the USO and the OSI and the relationship between the OSI and the community. Identify who will manage the proposed project, and explain why these personnel are qualified to execute this project. Identify a project manager for this activity in both the USO and the OSI (or clarify if they are one in the same), and explain their qualifications to serve in this role. For the purposes of this application, “project manager” should be the individual primarily responsible for the majority of activities associated with the project. If the project includes partner organizations other than the USO and OSI, identify them here and explain how their involvement will contribute to a more effective project. Include their resumes or CVs as attachments. See *Section IV Part B: Attachments* for instructions on how to name and submit attachments.

Provide a list of all of the USO’s or OSI’s cost-reimbursement contracts, grants, or cooperative agreements involving similar or related projects during the past three years. Include the performance location, award number (if available), a brief description of the work performed, and a point of contact with current telephone number. “Similar projects” for the purposes of this APS includes projects with elements of construction/renovation of facilities or commodity procurement that resemble the proposed project. It is not necessary for these projects to have been funded by USAID/ASHA or the U.S. Government. USAID/ASHA may use past performance information obtained from sources other than those identified in the application.

Discuss the overall public diplomacy outcomes the OSI continues to achieve or hopes to achieve in the long term. Include how the OSI advances the goals of the United States in the benefitting country. Include how the OSI will have a greater impact on civil society beyond USAID/ASHA’s direct contribution to the proposed project.

7. Budget Narrative (3 pages)

Applicants must submit a detailed budget narrative that is strategically tied to the Project Description and USAID/ASHA goals and objectives as well as a summary of the projected range of beneficiaries that will be positively impacted by the project. The budget narrative must identify all project costs, including amounts and quantities, and clearly outline those to be funded by USAID/ASHA and those to be funded by cost share. It must also provide a description of each budget line item requested and justification for these items. Applicants are advised to review the Funding Restrictions when preparing the budget narrative. See [2 CFR 200.29](#) for guidance on what can be claimed as cost share.

This narrative is in addition to completed copies of the relevant forms from the SF-424 series. The budget narrative may refer to the SF-424 forms but should provide additional detail not included in the standard forms. USAID/ASHA collects the SF-424 primarily to document basic identifying information about the applicant and project. For the purpose of scoring the application under the evaluation criteria, USAID/ASHA relies primarily on the budget narrative and other aspects of the application apart from the SF-424.

Attachments

In addition to the Project Description, applicants must submit the following documents as separate email attachments to ASHAapplications@usaid.gov. Attachments should not be embedded into the SF-424. All attachments must follow the naming conventions specified.

Attachments that are embedded into the SF-424 or incorrectly named may not be reviewed. An attachment checklist is provided in Annex 2.

Mandatory Attachments

1. Application Forms SF-424, SF-424A and SF-424B (required for non-construction projects) or SF-424C and SF-424D (required for projects that include construction). These forms are available on the solicitation page for this opportunity on www.grants.gov on the “Application Package” tab. Submit these forms as a single PDF file, named “**M1 - SF-424 Series**”. Please do not embed other attachments into the SF-424 but submit them as separate attachments in an email. Please note that financial data you provide on forms SF-424A and SF-424C should only reflect funds requested for the proposed project and not provide a financial summary of your entire organization.
2. The most recent independently audited financial statements of the USO. This document should be named “**M2 - USO Audited Financial Statements**”.
3. The most recent independently audited financial statements of the OSI. If originally completed in a language other than English, applicants must provide the English translation of the audited financial statements. If originally completed using a currency other than the U.S. dollar, applicants must provide a version that converts local currency to U.S. dollars. Unaudited financial statements, OSI financial statements in a language other than English, and financial statements in a currency other than the U.S. dollar will not be considered responsive. The attachment should be named “**M3 - OSI Audited Financial Statements**”.
4. Resumes or CVs of Project Managers identified in Organizational Capacity and History of Performance of the Project Description. This information should be submitted as separate attachments, named “**M4 - USO Project Manager**” and “**M5 - OSI Project Manager**”.
5. A table showing the members of the USO and OSI’s Boards of Directors, with columns for names, titles, employers, and, in the case of the OSI, an indication of whether they are appointed by the host country government. This information should be submitted as separate attachments, named “**M6 - USO Boards of Directors**” and “**M7 - OSI Board of Directors**”.
6. A maximum two-page Environmental Capability Statement. See Annex 4 for more information. This document should be named “**M8 - Environmental Capability Statement**”.

Mandatory as Applicable Attachments

1. Commodities information for applications that include commodities. This attachment should be in an Excel document and be named “**MA1 - Commodities Information**”.
2. Construction drawings, required only for applications that include construction or renovation projects. These drawings should be submitted using as few attachments as possible. The file name of each attachment related to this requirement should begin with “**MA2 - Construction Drawings**,” followed by an indication of each attachment’s order within all construction drawings. For example, an application with three construction drawings attached would name these attachments “**MA2 - Construction**”

Drawings 1 of 3”, “MA2 - Construction Drawings 2 of 3,” and “MA2 - Construction Drawings 3 of 3.” The required conceptual construction drawing and additional optional construction drawings should utilize the same file-naming convention.

3. For applications that include construction or renovation, evidence of land ownership or lease and translation in English, as described in more detail in *Section III: Eligibility Requirements*. The attachment should be named **“MA3 - Land Ownership or Lease”** and a translation, if needed, should be included.
4. If submitted as an attachment, an implementation plan for applications that include construction or renovation. This document should be named **“MA4 - Implementation Plan”**.
5. If applicable, an A-133 audit of the USO. U.S. nonprofit organizations that expend \$500,000 or more in federal awards within their fiscal year must have an organization-wide or program-specific financial audit conducted for that year in accordance with OMB Circular A-133. See [OMB Circular A-133](#) for applicability information. This document should be named **“MA5 - A-133 Audit.”**
6. If applicable, a financial audit of the OSI conforming to the requirements of [ADS 591](#) submitted both in its original language and translated into English, if the original language was not English. Foreign nonprofit organizations that expend \$300,000 or more in USAID awards during their fiscal year must have an annual audit conducted of those funds in accordance with the Guidelines for Financial Audits Contracted by Foreign Recipients. This document should be named **“MA6 - ADS 591 Audit”** and a translation, if needed, should be included.

C. Additional Information Required Subsequent to Application

The following information will be required of apparently successful applicants upon notification of the intent of USAID/ASHA to make an award.

1. **Branding Strategy and Marking Plan (BSMP)**
Apparently successful applicants will be required to submit for approval prior to award a Branding Strategy and Marking Plan (BSMP) that complies with USAID’s branding and marking requirements set forth in [ADS 303](#).
2. **Activity Monitoring and Evaluation Plan (AMEP)**
Successful applicants will be required to complete and submit an Activity Monitoring and Evaluation Plan (AMEP) within 30 days after award, including performance indicators that measure the objectives set forth in their grant agreement.
3. **Project Implementation Plan**
Successful applicants will be required to schedule a pre-performance meeting with the AOR and Key Personnel within 45 days after award to finalize the Project Implementation Plan, including timeline and milestones.
4. **Awardee Initial Environmental Examination (A-IEE)**
Successful applicants may be required to submit for approval an Awardee Initial Environmental Examination (A-IEE) within 60 days after award. An A-IEE is a document that captures applicable project-specific information and analyses for USAID to determine the level of potential environmental risk. An A-IEE must be approved prior

to construction or procurement of hazardous commodities. See Annex 4 for more information.

5. Pre-Award Survey

Certain apparently successful applicants may be required to undergo a Pre-Award Survey prior to award, to include a desk review of financial statements and legal structure as well as a site visit to review accounting and procurement operations. See [ADS 303.3.9.1](#) for more information on pre-award survey requirements.

D. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)

Except those with an exception under 2 CFR 25.110(b) or (c), or with an exception approved by USAID under 2 CFR 25.110(d), all applicants must be active, have no active exclusions, and have no delinquent federal debt in the System for Award Management (SAM) before submitting an application. Applicants must continue to maintain an active SAM registration with current information at all times during which they have an application under consideration by USAID/ASHA or an active federal award. Applicants must also provide a valid DUNS number in the application.

USAID/ASHA will not make an award to an applicant that does not comply with all applicable DUNS and SAM requirements.

E. Application Submission Dates and Times

This APS is open for six months from the date of issuance. Applications must be received no later than **5:00 p.m. Eastern Time on May 2, 2016**. Late submissions will not be accepted.

USAID/ASHA will use a system-generated email timestamp to determine whether or not application materials have been submitted by the deadline. The timestamp generated by USAID's own email system will be the relevant criteria for this determination. All applications received before the deadline will receive an email confirmation of receipt. Applicants are strongly advised to submit their application well before the deadline to ensure receipt. Incomplete applications and applications that are not received before the deadline will not be reviewed.

For applications submitted at least 14 business days before the closing date, USAID/ASHA will conduct a preliminary review to determine whether the application is complete and will notify applicants of any deficiencies. The content of the application will not be evaluated at this time. The deadline for submission of applications for this completeness review is **5:00 p.m. Eastern Time on April 18, 2016**. Applicants who wish to remedy deficiencies may resubmit a complete application prior to the closing date of this APS.

Questions about this APS should be sent via email to ASHAapplications@usaid.gov. Questions that pertain to issues that may be relevant to all applicants will be answered publicly via amendments to this solicitation's posting on www.grants.gov. Applicants may register to receive automatic notifications of such amendments by selecting "send me change notification emails" on this opportunity's posting on www.grants.gov. The last day to ask questions is 60 days before the close of this APS.

USAID/ASHA will not provide guidance on specific applications while this announcement is open.

F. Funding Restrictions

USAID/ASHA funds must be used to finance: (a) the procurement of durable commodities (equipment, furnishings, and other non-expendable items) and/or (b) construction/renovation. Eligible costs for durable commodities are limited to procurement, shipping, installation, training, and warranty of the commodity. Procurement of commodities may include such items as library materials, specialized medical and research technology, and education equipment and furnishings. Certain items, including but not limited to vehicles or pharmaceuticals, are generally not eligible commodities for USAID/ASHA funds. See [ADS 312](#) for a full description of restricted commodities. Construction/renovation activities are broadly expressed as the construction of a permanent structure, permanent system, structural improvement, or the renovation or rehabilitation of existing permanent structures or systems. Eligible costs for construction/renovation include architect and engineering fees so long as these fees are reasonable and project related. Applications may request funds to support commodities only, construction/renovation only, or both commodities and construction/renovation.

USAID/ASHA funds can be used to support reasonable costs of USOs and OSIs related to the cost of audits and branding/marketing materials associated with USAID/ASHA awards. However, these costs must be related and proportional to the USAID/ASHA award.

USAID/ASHA will generally not fund other general operating costs or overhead expenses of USOs or OSIs. Applicants are expected to fully fund these direct and indirect costs from other sources and must demonstrate they have the capacity to continue to support the planned project, including any annual maintenance costs associated with the project, without ongoing USAID/ASHA support. Applicants may include costs that USAID/ASHA will generally not fund, such as USO and OSI salaries, travel costs, research costs, technical assistance, and administrative overhead, within the overall project budget as cost share. See [2 CFR 200.29](#) for guidance on what can be claimed as cost share.

G. Certifications and Assurances

Copies of signed certifications, assurances, and other statements are required prior to receipt of an award. The certifications, assurances, and other statements are located in [ADS 303](#).

Section V: Application Review Criteria

Applications will be evaluated according to the criteria outlined below for the total of 100 points.

A. Project Technical Merit (Total: 60 points)

The technical merit of the application will be evaluated based on the extent to which the application sets forth in sufficient detail a valid conceptual methodology that will successfully achieve USAID/ASHA's legislative mandate. Specifically, applications will be evaluated to the extent they demonstrate the following:

1. Project Goals and Objectives (10 points)

The proposed project goals and objectives align with USAID/ASHA's goals and objectives as outlined in *Section I: Program Description* and will promote a positive public image of the United States through the demonstration of American ideas and practices in health and education.

2. Project Background (5 points)

The proposed project background provides a clear explanation of the strategic need for the project, the project beneficiaries and stakeholders, and how the proposed project will promote American idea and practices.

3. Project Operational Approach (15 points)

The proposed project operational approach is thorough and will likely be accomplished within the award period, will substantially improve the OSI, and will enable the OSI to achieve the goals and objectives of the project and USAID/ASHA. The project demonstrates an awareness of U.S. Government goals and objectives in the country.

4. Gender Issues (5 points)

The application adequately explains how gender issues have been integrated into the project and how the project will affect men and women differently.

5. Commodity and Construction/Renovation Information (15 points)

For commodity requests, the application identifies and sufficiently justifies specific durable commodities that directly contribute the goals and objectives of the Project Description and USAID/ASHA program. For construction/renovation requests, the application presents plans that support a complete and functional system that directly contribute to the goals and objectives of the Project Description and USAID/ASHA program as well as provides a clear and feasible implementation plan with a realistic timeline to achieve specific milestones.

6. Monitoring and Evaluation (5 points)

The application clearly outlines how the proposed project will be monitored and evaluated.

7. Environmental Capability (5 points)

The application demonstrates sufficient capacity in environmental management to comply with USAID/ASHA requirements.

B. Organizational Capacity and History of Performance (Total: 30 points)

Applications must demonstrate that:

1. Organization Profile (5 points)

The USO is a nonprofit organization or accredited university or college.

2. Sustainability (5 points)

The OSI has the ability to continue operating beyond the term of USAID/ASHA funding, including the ability to leverage other financial, material, and human resources.

3. Capacity (10 points)

The USO and OSI demonstrate the capacity to implement the proposed project, including sound organizational and management systems and structures, strong partnerships and community relationships, and qualified personnel. The USO and OSI possess project managers that have the necessary managerial, technical and logistical skills to carry out the activity. The USO and OSI demonstrate a history of success implementing similar projects.

4. Public Diplomacy Outcomes and Impact (10 points)

The OSI demonstrates strong public diplomacy outcomes and advances the goals of the United States in the benefitting country. The OSI will have a greater impact on civil society beyond USAID/ASHA's direct contribution to the proposed project.

C. Budget Narrative (10 points)

The budget narrative will be reviewed for reasonableness as measured by whether or not the amount and quantity of the requested durable commodities or construction/renovation are reasonable. The budget narrative will also be reviewed for effectiveness as measured by the range of beneficiaries the proposed durable commodities or construction/renovation will positively impact. While cost share is not required, it may contribute to the budget narrative review. See [2 CFR 200.29](#) for guidance on what can be claimed as cost share. Applicants are advised to review the Funding Restrictions when preparing the budget narrative.

D. Review and Selection Process

Following the APS closing date, USAID/ASHA will complete a preliminary application review to ensure applicants meet the APS eligibility criteria and that applications are complete. Applications that do not meet the eligibility criteria or are not complete will not be considered in the subsequent technical evaluation process. USAID/ASHA will inform applicants of their ineligibility.

Applications that are complete and eligible will be evaluated by a Selection Committee according to the criteria in *Section V: Application Review Criteria*. Awards are based on those applications that score highest relative to these criteria. However, the recommendation or selection of an application by the Selection Committee does not guarantee the award. The Agreement Officer makes the final decision on the award and must be fully satisfied, based on a pre-award risk assessment, that the applicant possesses or has the ability to obtain the necessary management competence to plan and carry out the assistance program to be funded, and that the applicant will practice mutually agreed upon methods of accountability for funds and other assets provided by USAID.

Following the identification of apparently successful applicants, USAID/ASHA will proceed to negotiate individual awards, subject to the availability of funding. USAID/ASHA will inform unsuccessful applicants of the status of their applications at this time.

More information on USAID's rules and procedures for assistance competitions is available in [ADS 303](#).

Section VI: Federal Award and Administration Information

A. Federal Award Notices

Applicants that are being considered for award following the selection process will receive a letter from USAID/ASHA explaining that the application was favorably reviewed by the review committee and AO and is being considered for funding. This letter may request additional information or budget adjustments if the full budget requested is not available. This information is required before issuance of an award.

If the information provided is sufficient and USAID otherwise determines that it wishes to award a grant to the applicant, USAID/ASHA will send to the person identified in Line F of the applicant's SF-424 a proposed agreement signed by the AO. The applicant is not authorized to

incur costs under the award until it receives this document and agrees to its terms, as evidenced by the applicant's counter-signature on the grant agreement.

B. Administrative and National Policy Requirements

USAID's internal policies to be used in the planning, formation, and administration of awards are described in the [Automated Directive System \(ADS\)](#).

In addition, prime awards to USOs resulting from this APS will be administered in accordance with the following:

- a. [2 CFR 200-299](#)
- b. [USAID Standard Provisions for U.S. Nongovernmental Organizations](#)
- c. [ADS 321 on Small Business Programs, Disadvantaged Enterprises, and Minority Serving Institutions](#)
- d. [2 CFR 220 Cost Principles for Educational Institutions](#) (formerly OMB Circular A-21)
- e. [2 CFR 230 Cost Principles for Nonprofit Organizations](#) (formerly OMB Circular A-122).
- f. [OMB Circular A-133](#) for both universities and nonprofit organizations
- g. [22 CFR 216 USAID Environmental Compliance Procedures](#)

Voluntary Survey on Ensuring Equal Opportunity for Applicants

Applicants are encouraged, but not required, to submit USAID's [Voluntary Survey on Ensuring Equal Opportunity for Applicants](#).

Awards to be performed in the West Bank/Gaza and Burma

Certain special requirements may be applicable to awards with performance in West Bank/Gaza and Burma pursuant to respective Mission Orders. Additional information about special requirements will be provided upon notification of the intent of USAID/ASHA to make an award.

ADS Chapter 206, Prohibition of Assistance to Drug Traffickers

Section 487 of the Foreign Assistance Act requires that reasonable steps be taken to ensure that assistance is not provided to or through drug traffickers or persons with narcotics convictions. The requirements for review, certifications, and implementing clauses apply as a routine matter to assistance in covered countries, as described in [ADS 206.3.3](#). Covered countries are those identified annually by the President as major, illicit, drug-producing, or drug-transit countries under section 706(1) of the Foreign Relations Authorization Act. For FY 2016, covered countries can be found [here](#).

USAID Implementing Partner Notices (IPN) Portal for Assistance

By submission of an application and execution of an award, the Applicant/Recipient acknowledges the requirement to:

- Register with the IPN Portal if awarded an assistance award resulting from this solicitation, and
- Receive universal bilateral amendments to this award and general notices via the IPN Portal.

To register, go to the IPN [website](#) and click the "Register" button at the top of the page. Recipient representatives must use their official organization email address when subscribing, not personal email addresses.

Freedom of Information Act

Pursuant to the Freedom of Information Act of 1981, the public is entitled to request information from Agency award files, including files associated with applications to this award programs, unless applicants indicate specific portions of their application that are entitled to protection from disclosure. See Annex 5 for more information.

C. Reporting

Recipients of USAID/ASHA awards will be required to report quarterly on certain financial and performance aspects of the program. A final report will also be required following program completion.

ANNEX 1: Eligibility Checklist

In one page, answer each of the questions below. It is not necessary to include the text of the questions themselves in the application.

1. Does the application clearly identify one USO and one OSI? The USO and OSI may be the same entity if the USO conducts activities in the proposed place of performance
2. Is the USO founded or sponsored by United States citizens? Provide a brief narrative about the U.S. citizens that founded or sponsor the USO.
3. Is the USO active in SAM? Does it have any active exclusions? Does it have any delinquent Federal debt?
4. Does the USO have a continuing and supportive relationship with the OSI that has lasted at least two years prior to the date of application? State the number of years and define the relationship between the USO and OSI.
5. Do the USO and OSI have independently audited financial statements for a recent operating year from 2012 or later?
6. Are the USO and OSI open to all persons regardless of race, color, religion, sex, national origin, disability, age, sexual orientation, genetic information, marital status, parental status, political affiliation, and veteran's status?
7. Is the OSI located outside the United States?
8. Is the OSI under the control or management of a foreign government or any of its agencies as defined in *Section III: Eligibility Information*?
9. If the OSI is a:
 - a. School, does it provide English language instruction or use English as the language of instruction in at least one course? Does it provide post-secondary education or secondary education that serve students at the equivalent of a U.S. sixth grade level or higher? If a library, does it demonstrate promotion of English language and literature?
 - b. Hospital or medical center, does it perform medical education or research in addition to being a treatment facility?
10. If the project involves construction or renovation activities, does the USO or OSI have an official copy of a title or lease demonstrating a legal right to the land for at least 20 years as well as an English translation if the official copy is not in English?

ANNEX 2: Attachment Checklist

Mandatory Attachments: These attachments are required for all applicants.

- ☐ **M1 - SF-424 Series**
- ☐ **M2 - USO Audited Financial Statements**
- ☐ **M3 - OSI Audited Financial Statements**
- ☐ **M4 - USO Project Manager**
- ☐ **M5 - OSI Project Manager**
- ☐ **M6 - USO Board of Directors**
- ☐ **M7 - OSI Board of Directors**
- ☐ **M8 - Environmental Capability Statement**

Mandatory as Applicable Attachments: These attachments are required for applicants, as applicable.

- ☐ **MA1 - Durable Commodities Information** (as an Excel spreadsheet)
- ☐ **MA2 - Construction Drawings** (“1 of 3,” “2 of 3,” etc., as necessary)
- ☐ **MA3 - Project Implementation Plan**
- ☐ **MA4 - Land Ownership or Lease**
- ☐ **MA5 - A-133 Audit**
- ☐ **MA6 - ADS 591 Audit**

ANNEX 3: USAID/ASHA Indicators

USAID/ASHA tracks progress among its awardees using two types of indicators. It has identified four specific “Standard Indicators” it tracks across its entire portfolio, while awardees propose additional “Custom Indicators” that reflect their management priorities. Standard Indicators allow USAID/ASHA to summarize overall results and communicate program-wide impact to external stakeholders, while Custom Indicators allow USAID/ASHA to capture the diversity and innovation of its awardees.

Standard Indicators

1. **Number of public outreach activities held.** Examples of public outreach activities include publicity events, press releases and press coverage, presentations, lectures and symposiums for recipient communities.
2. **Number of users directly benefitting from USAID/ASHA-funded activities, disaggregated by sex.**
3. **Number of individuals in marginalized groups benefitting from USAID/ASHA-funded activities, disaggregated by sex and by relevant groupings.**
4. **Number of innovations or new practices introduced locally.** Examples include improvements that lead to cost, labor, time, or energy savings, best practices replicated in other organizations or the public sector, introduction or dissemination of new teaching or methodologies or innovations in a country or region.

USAID/ASHA acknowledges that all of these indicators may not be relevant to all awardees and will work with awardees to determine appropriate targets, including, in some cases, targets of zero, when these indicators are not relevant to a particular project.

Custom Indicators

Custom Indicators are measures that awardees and their stakeholders find relevant to the oversight and success of their USAID/ASHA-funded activity. When relevant, awardees are encouraged, but not required, to select Custom Indicators that align with USAID/ASHA’s Strategic Plan. Categories of such indicators are outlined below. If a given activity is not expected to produce measurable changes related to these categories of indicators, awardees should choose Custom Indicators that are useful for the project, irrespective of these categories.

1. **Public Diplomacy:** To what extent are your USAID/ASHA-funded activities enhancing mutual understanding between the people of the United States and the people of other countries?
2. **Gender Equality and Women’s Empowerment:** To what extent are your USAID/ASHA-funded activities contributing to reducing gender disparities or gender-based violence and its effects? Do they contribute to increasing the capabilities of women and girls to realize their rights, determine their life outcomes, and influence decision-making?
3. **Community Inclusion:** To what extent do your USAID/ASHA-funded activities enable the OSI to reach out to, interact with, or provide services to marginalized audiences or groups that are often excluded, or to provide such audiences with new opportunities to participate in their community?
4. **Innovation:** To what extent are USAID/ASHA funds enabling the creation and implementation of new or innovative tools or technologies that contribute to improvements in the OSI’s operations?

ANNEX 4: Environmental Requirements and FY15-FY19 P-IEE

Environmental Capability Statement

Section 117 of the Foreign Assistance Act of 1961, as amended, requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is further elaborated in [22 CFR 216](#) and in [ADS 204](#).

All applicants to the APS, including projects that involve construction or renovation and those that involve only commodity procurement, are required to include an Environmental Capability Statement in their applications as an attachment, using the table provided below. This statement should be no more than two pages long. It should briefly describe the USO and OSI capabilities to identify potential environmental impacts and how to mitigate those impacts in the proposed project. The following table is provided as a guide, and applicants are expected to answer all applicable questions.

For a general review of environmental impacts associated with construction and infrastructure activities, healthcare facilities, healthcare wastes, and schools, it may be useful to refer to the [USAID Environmental Guidelines](#) and the FY15-19 USAID/ASHA [Programmatic Initial Environment Examination](#).

ISSUE	PROJECT DESIGN CONSIDERATIONS
A. Site Selection	• Will the project take into consideration the proximity of the nearest sensitive biological ecosystems (e.g., wildlife park, eco-tourism site, protected area, etc.)? • Will the project take into consideration any natural- or manmade-hazards that may affect the site, such as will the project be located in a flood zone or on former military base?
B. Construction Materials	• Have environmentally-friendly materials or suppliers been identified by the project (e.g., lead-free paint, chlorinated solvents like carbon tetrachloride [carbon tet])?
C. Pesticides	• Will the project anticipate the need for pesticide chemical controls, such as for rodents and termites?
D. Water Supply	• Will the project plan to ensure water sources are of sufficient quantity to meet projected demand from facility (e.g., 300 new students in dormitory)? • How will the project ensure that quality of water will be safe for users (e.g., a plan for water quality assurance)?
E. Solid and Sanitary Waste	• Will the project identify proper disposal mechanisms for solid waste (e.g., construction waste, “regular” operational waste)? • Will the project identify ways to minimize solid waste generation from the operation of the facility (e.g., composting)? • How does the project plan to ensure proper sanitation systems are in place to meet any existing or projected increase in facility use?
F. Medical Waste	• Is there a well-maintained incinerator or other technology available to the project that can properly treat any expected medical wastes?

G. Energy	● Will the project identify ways to use non-fossil fuel energy sources (e.g., solar panels)?
H. Social Impact	● Will the project identify any waste streams that may affect those living nearby or “downstream”, such as odors from morgue operations?
I. Greening of Awardee Operations	● Will the potential awardee identify any approaches to green their office operations (e.g., reduce emissions associated with transportation of staff, paper reuse or recycling in project offices)?

Awardee Initial Environmental Examination

Following award, successful awardees may also be required to submit additional project-specific information and analyses to ensure appropriate management of potential environmental risk. Required information and analyses are described in depth in USAID/ASHA’s [Programmatic Initial Environmental Examination \(P-IEE\)](#).

ANNEX 5: Freedom of Information Act (FOIA)

A synopsis of the successful application or revised application, including relevant details such as the program budget and specific commodities to be purchased, will become the Project Description of an award. Pursuant to the Freedom Of Information Act (FOIA), the public is entitled to request information from Agency award files, including this Project Description, unless applicants indicate specific portions of their application that are entitled to protection from disclosure.

Upon award, USAID will disclose, use, or duplicate any information submitted in response to this APS to the extent provided in the award and as required by the FOIA.

Limited Use of Data Statement

An application may include data that the Applicant does not want disclosed for any purpose other than evaluation. USAID's determination to withhold or disclose a record will be based upon the particular circumstances involving the record in question and whether the record may be exempted from disclosure under the FOIA. If the applicant wishes to restrict the data in the application, the title page must be marked with the following legend:

"USE AND DISCLOSURE OF DATA

Unless the disclosure is required by the FOIA, 5 U.S.C. 552, as amended, (the Act) as determined by Freedom of Information (FOI) officials of the U.S. Agency for International Development, data contained in the portions of this application which have been specifically identified by page number, paragraph, etc. by the Applicant as containing restricted information shall not be used or disclosed except for evaluation.

The Applicant acknowledges that the Agency may not be able to withhold a record (data, document, etc.) nor deny access to a record requested pursuant to the Act and that the Agency's FOI officials must make that determination. The Applicant hereby agrees that the Government is not liable for disclosure if the Agency has determined that disclosure is required by the Act.

If a grant/cooperative agreement is awarded to the Applicant as a result of, or in connection with the submission of this application, the Government shall have the right to use or disclose the data to the extent provided in the agreement. Applications not resulting in an award remain subject to the Act.

The applicant also agrees that the Government is not liable for disclosure or use of unmarked data and may use or disclose the data for purpose, including the release of the information pursuant to requests under the Act.

The data subject to this restriction are contained in pages _____ (insert page numbers, paragraph designation, etc. or other identification)."

In addition, the applicant should mark each page of data it wishes to restrict with the following statement:

"Use or disclosure of data contained on this page is subject to the restriction on the cover sheet of this application."

Applicants must clearly identify the person authorized as the official point of contact, the legal mailing and street addresses, phone and fax numbers and e-mail address.